

# DRAFT

**Maryland Judiciary**  
**Circuit Court Family Divisions & Family Services Coordinators**

***Application to serve as a Parenting Coordinator***  
***Pursuant to Maryland Rule \_\_\_\_\_***

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**Please file the original or a copy of this application, with supporting documentation, with the Administrative Judge of the Circuit Court from which you are willing and able to accept case referrals.**

**Applicant Information**

Full Name \_\_\_\_\_

Address (home) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address (work) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Facsimile (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

I am interested in serving as a parenting coordinator in cases with the following circuit courts:

___ Allegany	___ Charles	___ Prince George's
___ Anne Arundel	___ Dorchester	___ Queen Anne's
___ Baltimore City	___ Frederick	___ Saint Mary's
___ Baltimore County	___ Garrett	___ Somerset
___ Calvert	___ Harford	___ Talbot
___ Carroll	___ Howard	___ Washington
___ Caroline	___ Kent	___ Wicomico
___ Cecil	___ Montgomery	___ Worcester

Please list the number of cases you have handled in the past as a parenting coordinator, indicating the number previously referred to you by a court.

**Case Type**

**Number of Cases**

**% Court-Referred**

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**Qualifications**

**(1) Education**

\_\_\_\_\_ I hold a masters or doctorate degree in law, social work, counseling, medicine or a related subject area.

Please list colleges, universities and other higher education institutions attended and degrees attained:

<u>Dates Attended</u> <u>Institution</u>	<u>Degree</u> <u>City/State</u>	<u>From</u>	<u>To</u>	<u>Attained</u>	<u>Major</u>
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**(2) Experience**

\_\_\_\_\_ I have at least five years of related professional post-degree experience.

Please list your relevant related professional post-degree experience below:

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**(3) Parenting Coordination Training**

\_\_\_\_\_ I have completed a minimum of 40 hours of parenting coordination training including the following topics: the developmental stages of children; the dynamics of high-conflict families; the stages and effects of divorce; problem-solving techniques, mediation, family violence dynamics, parenting skills and parenting coordination.

Please describe the training you have received.

<u>Course Hours</u>	<u>Trainer/Organization</u>	<u>Location</u>	<u>Date</u>
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**(4) Ethics, Monitoring, Procedures and Other Requirements**

\_\_\_\_\_ I agree to comply with the provisions of Maryland Rule \_\_\_\_\_ in accepting court referrals and to comply with reasonable procedures and requirements prescribed in the court's case management plan relating to diligence and quality assurance.

\_\_\_\_\_ I agree to be responsible for finding an appropriate (if necessary, ADA accessible) location for parenting coordination sessions that is convenient for the parties.

**(5) Other Occupations**

Please list any other occupations that you have or have had that may assist in your performance of duties as a parenting coordinator.

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**(6) Professional Affiliations/Community Activities**

Please list any professional affiliations and/or community activities that you consider relevant to your designation as a parenting coordinator.

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**(7) Criminal or Disciplinary Actions -- Pending Complaints**

- a) Have you ever been convicted of any crime in Maryland or elsewhere other than a minor traffic violation? If so, please provide details including the conviction date, the location and name of the court, the offense, and the sentence imposed.

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b) Are there currently any criminal charges pending against you in Maryland or elsewhere other than minor traffic violations? If so, please provide details including the date of the alleged incident, the location and name of the court and the alleged offense.

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c) Have you ever been disciplined by any court, administrative agency, Bar Association, or other disciplinary committee, agency or group in Maryland or elsewhere for unethical conduct or for the violation of any Code of Ethics? If so, please provide details including the date, the disciplinary body, the conduct at issue and the disciplinary action taken.

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d) Are there any complaints or charges currently pending against you by any court, administrative agency, Bar Association, or other disciplinary committee, agency or group in Maryland or elsewhere for unethical conduct or for the violation of any Code of Ethics? If so, please provide details including relevant dates, the conduct at issue and the disciplinary body involved.

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**Required documentation — Checklist**

I have attached the following:

\_\_\_\_\_ Proof that I have a masters or doctorate degree in psychology, law, social work, counseling, medicine or a related subject area.

\_\_\_\_\_ Proof that I hold a current license in the above area of practice (*if applicable*).

\_\_\_\_\_ A copy of a certificate or other proof documenting my completion of at least 40 hours of parenting coordination training that meets the requirements of Maryland Rule \_\_\_\_\_.

\_\_\_\_\_ A copy of my resume, references, and/or other information to support my application as a parenting coordinator.

I hereby represent that all information provided by me in this application is true and correct:

**Signed:** \_\_\_\_\_  
(Applicant)

**Dated:** \_\_\_\_\_